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DRAFT

3 June 1963

A. Mail and Courier Task Force comments on Survey Report, Agency Courier Systems submitted by CIA Records Administrative Officer, 29 June 1962.

B. The following comments are keyed to the recommendations contained in the report.

1. Combine all courier services and facilities under the administration of one official and one career service.

The recommendation is possible of accomplishment but would prove impractical because of the many factors involved. It is not believed that savings in manpower or improvement in service would result. X

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2. Eliminate central registry facilities for major components.

The diverse functions of all major Agency components except DD/P make it all but impossible for a central analysis unit to make the detailed breakdown of material to action desks or even branch levels.

3. Transfer central mail and courier functions to the Office of Security.

The Office of Security promulgates policies on classifications, transmissions and storage of classified documents for the guidance of all Agency personnel including couriers and messengers. The movement of mail within and outside the Agency is a service function

GROUP 1
Excluded from automatic
downgrading and
declassification

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which can be effectively performed by any service component. The Task Force concludes that present practices are effective and should continue.

4. Initiate a study team to develop and install standard mail control devices.

The publication of a mail processing handbook, as recommended by the Task Force, will contain uniform guidelines and will provide clarification *on this* and many other mail processing problems.

5. That classes of mail be formalized and indicated by wrapper to expedite handling.

This suggestion is practical to a limited degree and is being followed for certain categories of mail, as pointed out in the subject report. The Task Force has identified 7 internally produced and 5 externally produced major categories of mail. The huge tonnage of mail processed daily would preclude any uniform application of the suggestion.

6. Direct a formal request to each Agency service, requesting one stop courier service facilities.

The subject report indicates several possible stops at various non-Agency buildings. In practice it is found that these stops, with the exception of State, Pentagon and Arlington Hall, are serviced

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infrequently and that generally no more than one stop is involved on a delivery run. The Task Force concluded that one-stop service to State, Pentagon and Arlington Hall is impractical.

7. Establish a pre-addressing system for incoming Agency originated cables.

Do not concur with this suggestion. The field originator of a cable does not have the detailed knowledge concerning the headquarters components of interest and therefore, is not in a position to determine the dissemination.

8. That the Agency courier system be organized to reflect services personnel.

This suggestion is very similar to that contained in Paragraph 1 above. The Task Force does not concur.

9. That a courier's clearance be established in lieu of individual clearances now required.

A check with the Office of Security indicates that basically the SI clearance is the highest given. Other requirements are based on sensitivity of documents which are required to be handled on a need-to-know basis. It is not believed necessary or desirable to allow all courier personnel access to the relatively small volume of this sensitive material.

10. That mail be routed unwrapped and without an accompanying courier receipt within the headquarters building.

The delivery of unwrapped mail within the DO/P is practical due to the small volume. The large volume involved in other components of headquarters and outlying Agency buildings requires wrapping for efficient processing from point to point. The Task Force has recommended that courier receipts be eliminated within Agency buildings except for IS and other sensitive material.

11. Publish courier routes and schedules.

This is now contained

12. Publish Agency Notice to advise personnel of the postal "Stop System" and to establish administrative channels for requesting courier services.

The "stop" system is an effective method of moving unclassified mail, however the volume is light and the possibility of loss of control of classified material is so great the Task Force does not believe it desirable to attempt a campaign for further use of the system. covers the suggestion made re courier requests.

13. That the Office of Security originate and publish a mail processing and procedures handbook.

The Task Force concurs in the publication of a handbook, however, the action agent should be the Office of IS/S. A broad

outline of material to be included in the handbook has been prepared by the Task Force.

14. Conduct studies for determining the feasibility of applying desk to desk type conveyor system.

Concur. It appears from the text that the system has been adequately explained to possible users. It now becomes an internal management problem for the offices concerned.

15. Establish a VIP courier route.

Do not concur. The activation of the tube system has eliminated a considerable number of hand-carries. The number should be reduced further when restrictions on movement of special handling material by tube are lifted.

16. Decentralize all postage stamp accounts.

Do not concur. The Task Force has concluded that aside from the 20 small accounts now in use, central mailing facilities are the most efficient. Explanation of use of the central account will be contained in the handbook.

17. Provide gasoline and oil facilities for vehicles at headquarters.

This suggestion is considered an internal management problem of the Office of Logistics.

18. Discontinue the logging function in RID.

The SD/P is actively considering this suggestion. It is possible it may be adopted in May 1963.

19. Discontinue providing courier office personnel for the classified waste detail.

This suggestion is considered an internal management problem of the Office of Logistics.

20. Provide a more suitable safe in vehicle, for protection of classified mail.

This suggestion is considered an internal management problem of the Office of Logistics.

21. Provide the courier system with suitable mail transporting equipment.

(Same answer as 20.)

22. Reduce runs between headquarters and AEC to 3 trips daily.

The Task Force recommends continuation of the 3 trips.

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This is considered an internal administrative problem of the AEC.

25. Discontinue courier

This is impossible due to volume involved.

26. Discontinue scheduled run to AEC.

Four or five other stops have been added to this run. It should continue.

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27. That continuous efforts be made to provide combined courier services through a scheduled services system.

The efforts of the Task Force resulted in combination of 8 or 9 special runs with regular services. The Chief, Logistics Services Division will make periodic reviews of courier service requirements to assure the most effective utilization of manpower and equipment available.

1. This is the "keynote" to all recommendations. It will produce monetary savings ^{and} in tangible benefits. For Example: Nos. 23 and 24 have been accomplished; 1 Courier GS-4 and 1 Vehicle have been saved with total savings of about \$5950 annually (See also No. 27)
2. ^{also reflects in 3a of proposed memo dated 5-8-63} No central analysis unit is needed; I agree that one could not make the detail breakdown; the point is that mail should be delivered directly to the addressee. Our recent experience in DDR was that mail received at the Central Registry was logged, controlled and routed to a subsidiary registry where these operations were repeated. There was chaos; this has been changed to eliminate the Central registry operations and everything is now moving smoothly and 1 registry clerk position saved.
3. Disagree.
4. Disagree - this can help internally but the objective is community-wide where the procedural savings are tremendous.
6. Disagree. State and AEC would like one delivery point.
8. Disagree.
9. Why not give couriers SI Clearance; this will eliminate a major existing problem being experienced now in DDR, particularly, and elsewhere.
~~The Records Center Couriers have SI Clearance~~
The Records Center Couriers have SI Clearance and this solves our problem.
10. I believe this can be extended.
12. This should be encouraged for Unclassified.
15. Disagree.
17. Why not adopt.
19. Why not adopt
20. Disagree. O/S problem and why not adopt.
21. Why not adopt.
22. Post Office Department delivers once a day to residences and twice a day to business; Equitable Life Insurance 4 times a day. Time Magazine 3 times a day; Gov't Employees twice a day.
23. Agreed to but has not been accomplished (6/13/63)
24. Accomplished. Saving 1 GS-4 Courier, 1 Vehicle and Vehicle maintenances. Also increased service from 1 to 2 times per day.
26. AEC would be glad to cooperate to reduce or eliminate trips.